

PERFORMANCE APPRAISAL

Employee Name _____ Title _____

Department _____ Employment Location _____

Reason for Review: ☐ Annual ☐ Promotion ☐ Completion of Introductory Period
 ☐ Merit ☐ Unsatisfactory Performance ☐ Request Extension of Introductory Period
 ☐ Other

Date employee began present position ____ / ____ / ____.

Date of last appraisal ____ / ____ / ____ Scheduled appraisal date ____ / ____ / ____.

RATING IDENTIFICATION

O - Outstanding - Performance if exceptional in all areas and is recognizable as being far superior to others.

I - Improvement Needed - Performance is deficient in certain areas. Improvement is necessary.

V - Very Good - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

U - Unsatisfactory - Results are generally unacceptable and require immediate improvements. No merit increase should be granted to individuals with this rating.

G - Good - Competent and dependable level of performance. Meets performance standards of the job.

N - Not Rated - Not applicable or too soon to rate.

GENERAL FACTORS	RATING	SUPPORTIVE DETAILS OR COMMENTS
1. Quality - The accuracy, thoroughness and acceptability of work performed.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____
2. Productivity - The quality and efficiency of work produced in a specified period of time.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____
3. Job Knowledge - The practical/technical skills and information used on the job.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow up.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____
5. Availability - The extent to which an employee is punctual, observes prescribed work break/meal periods and the overall attendance record.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____
6. Independence - The extent of work performed with little or no supervision.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____

8. Initiative – The extent to which an employee seeks out new assignments and expands capabilities, personally and professionally.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and observes good house-keeping practices.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____
10. Interpersonal Relationships – The willingness and demonstrated ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____
11. Behavior Pattern - The stability, courtesy, personal appearance and judgment demonstrated on the job.	O	_____
	V	_____
	G	_____
	I	_____
	U	_____

Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since last review: _____

2. Specific areas of improvement needed: _____

3. Recommendations for professional development (seminars, training, schooling, etc.): _____

4. Rate employee's overall performance in comparison to position duties and responsibilities: _____ Overall Rating

Discussed with individual on ____/____/____ Employee's Signature* _____

Follow-up Date, if required ____/____/____

Evaluator's Signature _____ Date _____

* *If employee disagrees with appraisal they may attach appropriate comments.*